



South Milwaukee Library  
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**BOARD OF TRUSTEES**  
**Minutes**  
**Regular Meeting**  
**March 1, 2022**

President Reszel called the regular meeting to order at 6:30 p.m.

Present: Drummer, Laabs, Maass, Meidam, Reszel, Sobolik  
Excused: Suarez-Lemcke  
Library Staff: Marshall

Adoption of Agenda:

by Drummer/Maass to adopt the amended agenda. By voice vote, all voted in the affirmative. Motion carried.

Public Comment:

None.

Correspondence:

None.

Friends Update:

Trustee Laabs reported that mural updates are underway, there are plans for National Poetry month, \$4,000 for programming in 2022 was deposited, and volunteer sign up process is underway.

Board President's Report:

President Reszel discussed the revision of the bylaws and term limits that will be on the March 22, 2022 meeting agenda. Reszel also congratulated Marshall for one year of service.

Committee Reports: Personnel and Finance, Legislation and Technology, & Building:

None.

***Agenda Topics***

*The Board of Trustees reserves the right to take action on any of the items listed below.*

Minutes from the January 2022 Regular Meeting of the Library Board of Trustees:

Motion by Laabs/Sobolik to approve, receive, and place on file the January 22, 2022 minutes. By voice vote, all voted in the affirmative. Motion carried.

Expenditures from the Operating Budget and Financial Statement for February 2022:

Motion by Meidam/Drummer to approve expenditures for February 2022 of \$78,229.70 from the Operating Account. By voice vote, all voted in the affirmative. Motion carried. Motion by Meidam/Drummer to receive and place on file the Financial Statement for February 2022 as presented. By voice vote, all voted in the affirmative. Motion carried.

Expenditures from Library Trust/Gift Accounts for February 2022:

Motion by Meidam/Drummer to approve expenditures of \$158.16 from the Friends account, \$0.00 from the Gift Account, \$2,265.54 from the Stosick Account, and \$645.00 from the Building Account. Motion by Meidam/Drummer to receive and place on file the Library Trust/Gift Account Financial Statement for February 2022. By voice vote, all voted in the affirmative. Motion carried.

Strategic Plan Follow Up Meeting: SKA Associates – Sarah Kaiser (virtual)

A 15-minute Zoom session with Sarah Kaiser of SKA Associates allowing Trustees to ask questions about a proposal for Strategic Planning.

Strategic Plan Financing

A follow up discussion on funding and price quotes for Strategic Plan, the purchase policy plan for the City of South Milwaukee, and review of the three vendors who have submitted proposals. An additional meeting with Judy Whalen will be scheduled for 45 minutes to allow Trustees to attend and ask questions.

Library Director's Report:

Director Marshall reported that is still a steady increase of library services and building use. E-printing is now available and there is a website link on the library webpage. There is a focus on building a partnership between the South Milwaukee School District and special needs students who need volunteer experience to build job skills.

Fund Initiative

President Reszel reported there will be a pause on this initiative until the Marketing Plan has a few months to mature.

Library Services

Meeting Room Use – Meeting room use is going back to normal policy and procedures.

Mandate – there is no longer a mask mandate as of March 1, 2022. There is a mask recommendation and signage will be adjusted.

Study Room Use – Study room use is going back to normal policy and procedures.

Technology Guidelines

2/3s of the Technology Guidelines document has been completed. The rest of the goals will be moved over to late 2022 and early 2023 goals. The Technology Guidelines for 2021 will no longer be utilized.

Office Furniture

Review of potential staff furniture needs. Discussion tabled until March 22, 2022 meeting.

Grant Discussion

GrantStation was purchased at a significant discount for a trial year. Marquette-based grant software subscription will also be utilized. This will help in developing grant seeking for the library.

Collection Development (Grievance) Policy

Motion by Sobolik/Drummer to approve, receive, and place on file the Collection Development (Grievance) Policy. By voice vote, all voted in the affirmative. Motion carried.

Marketing Plan

Social Media Discussion

Motion by Reszel/Drummer to approve, receive, and place on file the 2022 Marketing Plan as amended. By voice vote, all voted in the affirmative. Motion carried.

Stosick Project Updates

Librarian Prigge provided a writeup of monthly description and accomplishments of the local history project funded by the Stosick Fund.

Annual Report

Reszel reported that the Annual Report has been completed and attached to the Library Board packet for review. An infographic will be created before public presentation.

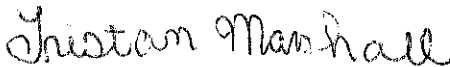
Summer Library Program

Marshall reported on the programming and brief description of Summer Library programs for 2022.

Adjournment:

Motion by Reszel/ Meidam at 8:01 pm. By voice vote, all voted in the affirmative. Motion carried.

Respectfully submitted,



Tristan Marshall, Ex-Officio Secretary/Library Director

Date Approved: 3/22/2022